

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT TECHNICIAN ELECTRICAL MAINTENANCE		Date 01/14/99
Position Level: 4	FLSA Status: Nonexempt	Class Code: 4-5

GENERAL DESCRIPTION

Primary function of this position is to perform journeyman level work in the installation, repair and maintenance of the county buildings electrical facilities.

KEY RESPONSIBILITIES

1. *Install maintain and repair lighting, motors, switches, relay boxes, receptacles, ballast and other electrical equipment in all county buildings.
2. *Install new electric wiring and rewire electric lines as needed.
3. Troubleshoot small emergency jobs.
4. Installs new computer cables.
5. Operate bucket truck when needed to perform and complete jobs.
6. Assist other electricians as needed.
7. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
8. Keep work area clean and organized and use safety cones and signage when required.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASST TECH, ELECTRICAL MAINT	Class Code: 4-5	Position Level: 4
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED preferred.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Valid Fla. Dr. License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

